

Science & Performing Arts College



Examinations 2023 Guidance for Year 11 Students and Parents Centre Number: 46231

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Final 23/02/23

MILLFIELD SCIENCE & PERFORMING ARTS COLLEGE

GCSE/VTQ 2023 EXAMINATION TIMETABLE



ALL EXAMINATIONS WILL BE HELD IN THE SPORTSHALL UNLESS OTHERWISE STATED

(Learning support students in the Library)

START TIME MORNING: – 9.00AM START TIME AFTERNOON: – 1.30PM

Art Exam—Year 11—Externally assessed assignment—10 hours

Group 1—Tuesday 18th + Wednesday 19th April in A23 Group 2—Monday 24th + Tuesday 25th April in A23

MFL Speaking—YEAR 11 French + 2 Spanish (Year 10) & 2 Japanese (Year 10 & 8)

J4 and J3 - Tuesday 2nd May, Wednesday 3rd May, Thursday 4th May + 2 Spanish Friday 5th May 2 Japanese
8.45am—12.45pm each day (12mins each exam)

NCFE Child Development & Care (Resits) Friday 12th May in Assembly Hall— 9am

<i>Morning Start Time 9am</i>	<i>Day</i>	<i>Date</i>	<i>Afternoon Start Time 1:30pm</i>
Religious Studies 2hrs Component 1 (Modern World)	Monday	15th May	Drama 1hr 45m BTEC Travel & Tourism (Travel & Tourism Sector—Resits) 1hr 15m
Science—Biology Paper 1 Triple F & H 1hr 45m Combined F & H 1hr 10m	Tuesday	16th May	<u>1.00pm START TIME FOR BOTH EXAMS</u> BTEC Music (Music Industry - Resits) 1 hr Media Studies Paper 1 1 hr 30m
English Literature 1hr 45m Paper 1	Wednesday	17th May	Sports Studies 1hr OCR—Cambridge Nationals
History Paper 1 (Elizabethan) 1hr Paper 2 (Germany 1919-1939) 1hr	Thursday	18th May	
Maths Paper 1 F + H 1hr 30m Non-calculator	Friday	19th May	Computer Science 1hr 30m Paper 1 BTEC Health & Social Care 2hrs (Health & Wellbeing—Resits)
Science—Chemistry Paper 1 Triple F & H 1hr 45m Combined F & H 1hr 10m	Monday	22nd May	Geography Paper 1 1hr 30m
<u>J4, J3 & Library</u> French Listening F 35m Reading F 1hr French Listening H 45m Reading H 1hr 15m	Tuesday	23rd May	Religious Studies 1hr Component 2 (Christianity)
English Literature Paper 2 2hr 15m	Wednesday	24th May	<u>(Theatre)</u> Media Studies Paper 2 1hr 30m
Science—Physics Paper 1 Triple F & H 1hr 45m Combined F & H 1hr 10m	Thursday	25th May	Computer Science 1hr 30m Paper 2
Enterprise & Marketing OCR—Cambridge Nationals 1hr 30m	Friday	26th May	

THERE WILL BE REVISION SESSIONS BEFORE EACH EXAM. PLEASE CHECK WITH YOUR SUBJECT TEACHER FOR TIMES – IT IS VERY IMPORTANT THAT YOU ATTEND

HALF-TERM HOLIDAY 27th May—4th June

English Language Component 1	1hr 45m	Monday	5th June	French Writing Foundation Higher	1hr 15m 1hr 30m
(Library) Spanish Listening H Reading H	45m 1hr 15m	Tuesday	6th June	Religious Studies Component 3 (Islam)	1hr
Maths Paper 2 F + H (Calculator)	1hr 30m	Wednesday	7th June	History Paper 3 (USA 1929—2000) Paper 4 (Crime & Punishment)	45m 1hr 15m
		Thursday	8th June	CONTINGENCY TIMETABLE	
Geography Paper 2	1hr 30m	Friday	9th June	Science—Biology Paper 2 Triple F & H Combined F & H	1hr 45m 1hr 10m
English Language Component 2	2hrs	Monday	12th June	(Library) Japanese Listening H Reading H	45m 1hr 05m
Science—Chemistry Paper 2 Triple F & H Combined F & H	1hr 45m 1hr 10m	Tuesday	13th June	(Library) Spanish Writing Higher	1hr 30m
Maths Paper 3 F + H (Calculator)	1hr 30m	Wednesday	14th June		
		Thursday	15th June	CONTINGENCY TIMETABLE	
Science—Physics Paper 2 Triple F & H Combined F & H	1hr 45m 1hr 10m	Friday	16th June	Geography Paper 3	1hr 15m
Design & Technology	2hrs	Monday	19th June	(Library) Japanese Writing Higher	1hr 25m
Food Preparation & Nutrition Dance	1hr 45m 1 hr 30m	Tuesday	20th June		
		Wednesday	21st June		
		Thursday	22nd June		
		Friday	23rd June		

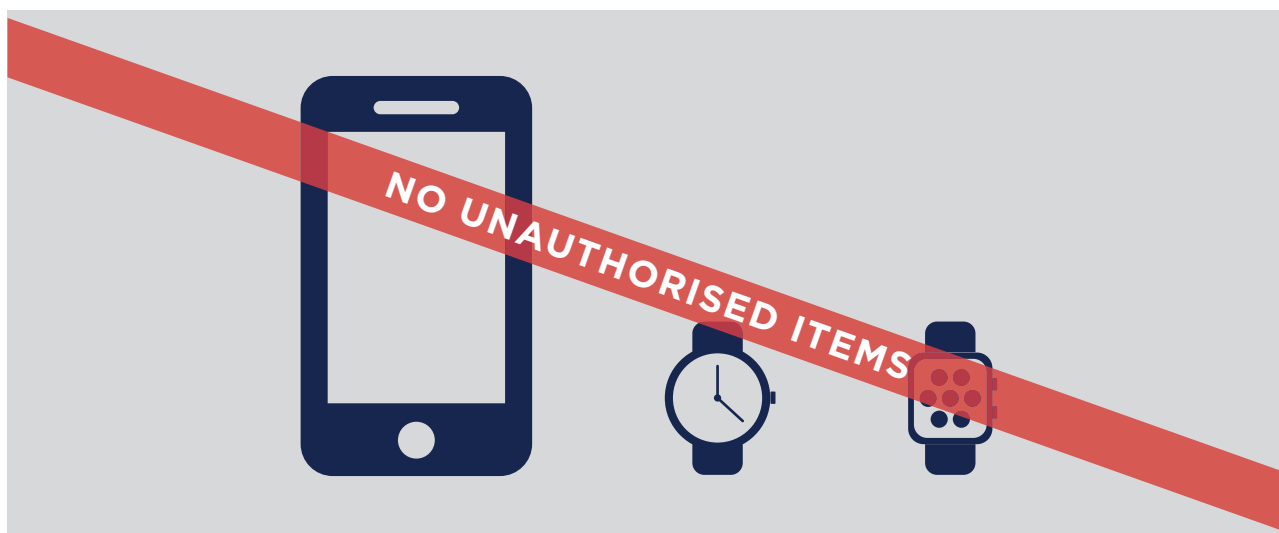
THERE WILL BE REVISION SESSIONS BEFORE EACH EXAM. PLEASE CHECK WITH YOUR SUBJECT TEACHER FOR TIMES – IT IS VERY IMPORTANT THAT YOU ATTEND

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THERE WILL BE REVISION SESSIONS BEFORE EACH EXAM. PLEASE CHECK WITH YOUR SUBJECT TEACHER FOR TIMES – IT IS VERY IMPORTANT THAT YOU ATTEND

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

Before sitting your exams, ensure you know:

- ☐ the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- ☐ who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

What you cannot take into exams:

- ☐ any type of phone
- ☐ revision notes
- ☐ any type of watch (this includes analogue, digital and smart watches)



What you will need:

- ☐ a clear pencil case
- ☐ at least two black ink pens – blue pens are not acceptable
- ☐ an approved calculator for relevant exams
- ☐ appropriate apparatus such as a ruler or protractor for relevant exams
- ☐ a clear water bottle if you wish to take one in – it must not have a label



Other important information:

- ☐ Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- ☐ Fill in your details on the front of your answer booklet.
- ☐ If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- ☐ If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- ☐ Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

If you have any questions about the format on the day, please ask your teacher or exams officer.



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INTRODUCTION

It is the aim of Millfield Science & Performing Arts College to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and help- ful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Millfield Science & Performing Arts College is required to follow them precisely. You should therefore, pay particular attention to the Warning to Candidates.

If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

The Examinations Officer

Mrs S Draper

The school telephone number is

01253 865929.

Remember - we are here to help.

GOOD LUCK!

EXAMINATION REVISION

The best examination revision is 20 minute sessions with frequent short breaks. The sessions should follow a carefully planned revision schedule designed to work at areas the student finds difficult.

The school will also put into place a revised Year 11 timetable to support revision. In addition, the school will put on a last minute revision and support sessions for the GCSE examinations. Our evaluation suggested that candidates found these very useful in terms of reassurance and last minute 'top tips'. We have put a similar plan into place for this examination season.

These sessions are not a replacement for planned and thorough revision but they do provide an opportunity for last minute support that we feel all students can benefit from. We hope and expect that they will be taken advantage of.

BEFORE THE EXAMINATIONS

STATEMENTS OF ENTRY

All Candidates receive a statement of entry from school indicating the subjects they are being entered for and the levels of entry, where applicable. Some subjects only have one tier of entry and some have Foundation or Higher tiers.

An individual candidate timetable statement has been issued to all students with this booklet. You must check everything on your statements of entry very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.

EXAMINATION BOARDS

The School uses the following Examination Boards: AQA, Edexcel, OCR, WJEC and NCFE

CANDIDATE NAME

Candidates are entered under the name format of First Name + One middle initial + (Legal) Surname, e.g. Adam J. Smith.

CANDIDATE NUMBER

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers. Your candidate exam number is on your individual timetable. **Please learn it.**

UCI

In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (46231) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is **not** necessary for you to remember it.

TIMETABLES

A copy of the school's GCSE timetable 2023 is included in this booklet.

CONTACT NUMBERS

Please check that school has at least one up-to-date contact number for you. If you are late for an exam for any reason, we are then able to contact you as soon as possible. We would endeavour to collect all student's mobile numbers for this purpose.

EQUIPMENT

Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates and the information on the following pages.

TOP TIPS FOR DEALING WITH EXAM STRESS

General exam stress-busting tips:

Believe in yourself.

You are capable of passing the exam.

Don't just worry – take action!

If you don't understand some of your course material, getting stressed out won't help. Instead, take action by seeing someone to help you understand the problem.

Talk to a friend

Talk to someone you trust and who will listen and be supportive is a great way of cutting stress and worry.

Tips for the revision period:

Time is important!

Boost your confidence and reduce any pre-exam stress by avoiding last minute cramming. Leaving plenty of time to revise means you know you have prepared well.

Play is as important as work.

Make sure that you build in time to have fun and relax in between study sessions. Develop a **timetable** so that you can track and monitor your progress.

Take a break.

As soon as you notice you are losing concentration, take a short break – go for a walk, talk to a friend or just listen to some music. Then you will feel refreshed and able to concentrate on your revision again. Don't make it too long!

Another cuppa? Don't think so.

Don't drink too much coffee, tea and fizzy drinks; the caffeine will make you feel 'keyed-up' and make your thinking less clear.

Eat some 'superfoods'.

Eat healthily and regularly; your brain will benefit from the nutrients. Replace sweets and sugar with 'superfoods' such as berries, bananas, oily fish, nuts and broccoli. 'Superfoods' can help boost your concentration, energy and mood.

A change is as good as a rest.

Experiment with several alternative revision techniques so that revision is more fun and your motivation to study is high. Check out these revision techniques: <http://www.bbc.co.uk/bitesize/articles/zgc3w6f>

Give your body a workout (as well as your mind).

Regular moderate exercise such as a brisk walk, swim or session in the gym will boost your energy, clear your mind and help reduce any feelings of stress.

Tips for keeping calm during the exam:

Try to avoid panic.

It's natural to feel some exam nerves prior to starting the exam and that can be a positive feeling. However, getting excessively nervous is counterproductive as it stops you thinking clearly.

Breathe deep.

The quickest and most effective way of cutting out feelings of stress and panic is to close your eyes and take several long, slow deep breaths. Breathing in this way calms your whole nervous system. Think 3-4-5. Breathe in for 3, hold for 4, breathe out for 5.

Blankety blank?

If your mind goes blank, don't panic - it just makes it harder to recall information. Instead, focus on slow, deep breathing for about one minute. If you still can't remember the information then move on to another question and return to this question later.

Don't dwell on past exams.

Don't spend time focussing where you think you went wrong.

*Congratulate yourself for the things you did right, learn from the bits where you know you could have done better, and then **move on**.*

Source: Healthy Scotland Mental Health Page

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- A copy of the "Information for Candidates", which is issued jointly by all the Examining Boards, is printed at the back of this booklet. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body.

ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped.
- Candidates must arrive 15 minutes prior to the start time of their examination. Please assemble outside the sports hall until you are invited to enter by the examination invigilators.
- Candidates who arrive late for an examination may still be admitted but may not receive any additional time. If special consideration applies then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS).

- Full School Uniform must be worn by all students attending school for examinations
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag. These are provided by school
- Pens should be **black** ink or ballpoint. Correction pens, highlighter and gel pens are not allowed.
- For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new. Exam calculators will be available if necessary.
- Do not attempt to communicate with or distract other candidates.
- Examination regulations are very strict regarding items that may be taken into the examination room. If you break these rules you will be disqualified from the examination.
- **Mobile phones, watches, MP3/4, Ipods etc MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone (or any other type of electronic communication, storage device or digital facility) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. This could result in disqualification from your examination and your overall qualification. **No exceptions can be made.**
- We strongly encourage students not to bring these items in school. If there is an emergency that requires that you bring a mobile telephone to school, you must switch it off and hand it in to an invigilator. A ticket number will be issued to the student so that no one else may collect the phone at the end of the exam. You are responsible for collecting it at the end of the examination. See penalties on the JCF Information for Candidates included in this booklet.
- No food or drink is allowed in the examination rooms (water in a clear bottle, with no writing or labels is allowed if the weather is hot).
- Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- Do not draw graffiti or write offensive comments on examination papers – if you do the examination board may refuse to accept your paper.

- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper – check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.
- Candidates must stay in the examination room until the end of the examination. You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.
- If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.
— See policy displayed in exam room

INVIGILATORS

- The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination,

hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Management Team.

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform school at the earliest possible point so we can help or advise you.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examination Officer without delay in all cases where an application is to be made for special consideration. A self-certification form (JCQ/ME Form 14) can be obtained from the Examinations Officer which can be countersigned by your doctor or nurse.
- Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.
- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 35% of the examination (including coursework) must be completed.
- Parents and candidates are reminded that the school will require payment of entry fees (approximately £40 to £45.00 per subject) should a candidate fail to attend an examination without good reason and without informing the school.

- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.
- Would all students please return any books to school as soon as possible after the examinations.

AFTER THE EXAMINATIONS

The Year 11 Leavers Prom
is to be held at
Staining Lodge Golf Club
Thursday, 29th June
7pm

NOTIFICATION OF RESULTS

Results will be available for
collection on:

**Thursday
24th August 2023**

From 9.30am for Year 11

If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school before results day.

Candidates who do not collect their results on 25th August will receive notification through the normal post.

No results will be given out by telephone under any circumstances.

POST RESULTS

If you need post-results advice Millfield Science & Performing Arts College staff will be available on Results Day.

PRESENTATION OF CERTIFICATES

A GCSE Certificate Evening will take place in November when it is hoped that you will be able to attend to receive your certificates. Invitations to students and their parents will be sent out with full details nearer the time.

PLEASE NOTE:

Students who are unable to attend Certificate Evening will be able to collect their certificates from the school office. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation. **ALL CERTIFICATES MUST BE COLLECTED AND SIGNED FOR. THEY WILL NOT BE POSTED OUT.**

Millfield Science & Performing Arts College is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates on Certificate Evening or as soon as possible thereafter from the school office and to keep them safely.

Information for candidates

Using social media and examinations/assessments



Image by Patrice Jones

This document has been written to help you stay within exam regulations.

Please read it carefully.

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

Please take the time to familiarise yourself with the JCQ rules:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>





AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.



Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2022

Produced on behalf of:



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This document has been written to help you.

Read it carefully and follow the instructions.

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations – Make sure you understand the rules

- 1** Be on time for all your exams. If you are late, your work might not be accepted.
- 2 Do not** become involved in any unfair or dishonest practice during the exam.
- 3** If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4** You **must not** take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

Any pencil cases taken into the exam room **must** be see-through.

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

- 5** If you have a watch, the invigilator will ask you to hand it to them.
- 6 Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 Do not** talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8** You **must not** write inappropriate, obscene or offensive material.
- 9** If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 10 Do not** borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. **Do not** open the question paper until you are instructed that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.

Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

- 1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
 - (a) you have a problem and are in doubt about what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.
- 3 **You must** not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.

- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

GOOD LUCK, ON YOUR EXAMS!

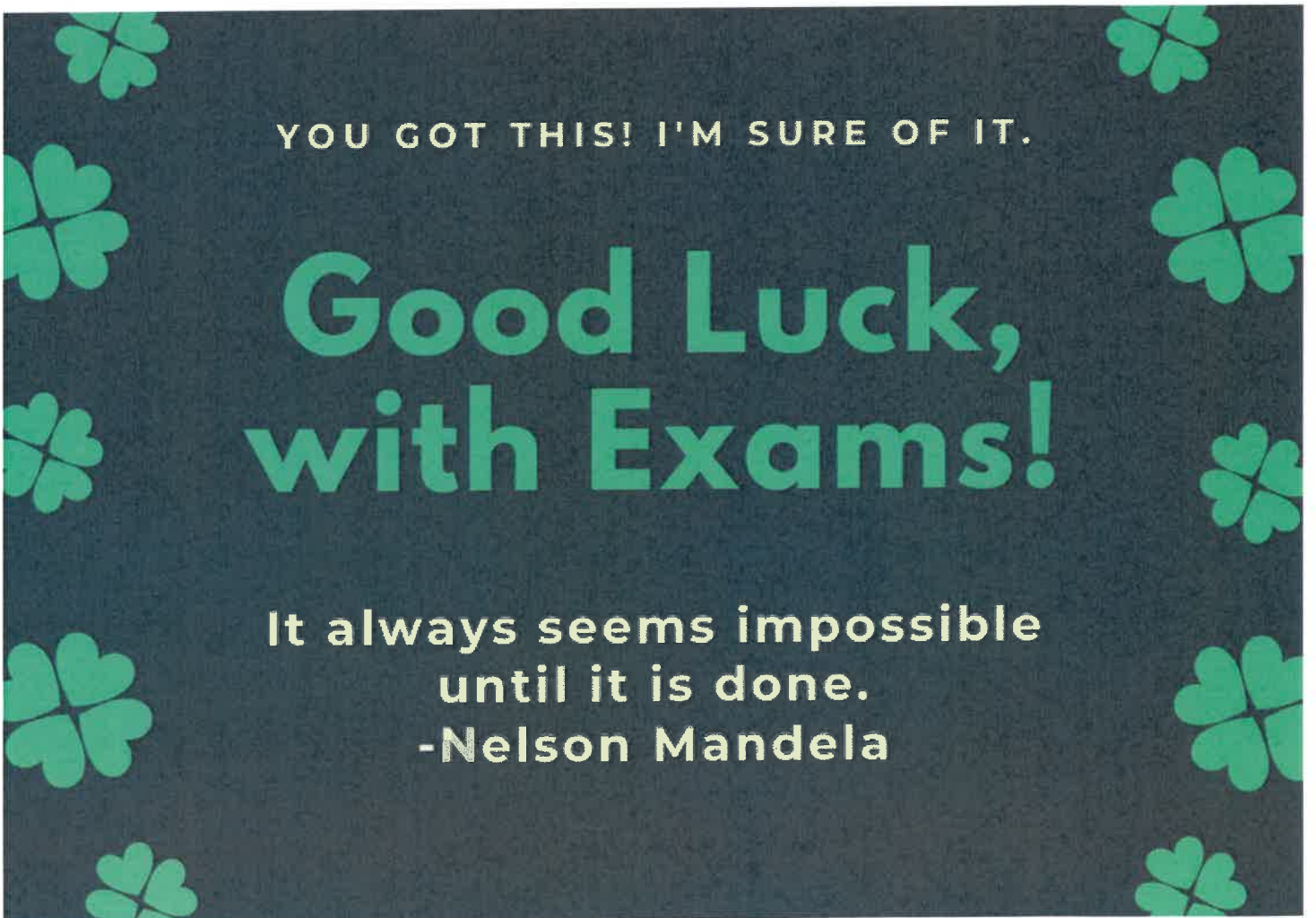
*Positive mind.
Positive vibes.
Positive life.*



YOU GOT THIS! I'M SURE OF IT.

Good Luck, with Exams!

It always seems impossible
until it is done.
-Nelson Mandela





INSTRUCTIONS TO CANDIDATES



IN THE EVENT OF AN EMERGENCY SUCH AS A FIRE ALARM

- To be read/displayed during the exams.
- In the event of a fire alarm or other emergency you must evacuate the room by the nearest fire exit.
- All question papers and scripts must be left in the room.
- When you leave the room you are still under exam conditions which means that you must not communicate with any other candidate. This includes the use of mobile phones, text messaging or any other means of communication.
- You must not access any text books or other material that would not normally be allowed in the exam room at the start of the examination.
- You must remain under the supervision of the invigilator and return to the exam room when told to do so.
- Time will be added at the end of the exam to cover the period of interruption.
- Please remember that you are still under exam conditions even though you are not longer in the exam room. Failure to follow these rules could result in your paper being cancelled.

Millfield Science & Performing Arts College





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